

**Employee Assistance Program Task Request**  
**FY-99**

Region # Task Request #	Contract # <u>50WCNA7F6028</u> (to be assigned by FBA/CASU)	Effective Date # of Employees GSHS GID #
Requesting Agency Street Address  <div style="display: flex; justify-content: space-between;"> <div>City          State          Zip</div> <div>Phone (      )          FAX (      )</div> </div>		
<div style="display: flex; justify-content: space-between;"> <div>Project Officer (EAP Coordinator) Phone (      )          FAX (      )</div> <div>Title</div> </div>		
<p><b>Choose one of the three menu choices:</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <input type="checkbox"/> <b><u>Menu Choice # I</u></b> <ul style="list-style-type: none"> <li>3 Visit Model</li> <li>Legal, child/elder care, financial referrals</li> <li>Supervisor Consultation</li> <li>Informational Brochure w/wallet card</li> <li>Letter of Introduction to Employees</li> <li>Posters</li> <li>Employee &amp; Supervisor Orientation Video</li> <li>Supervisor Training Manual</li> <li>Manager's Update Newsletter</li> </ul> </div> <div style="width: 35%; vertical-align: top;"> <p><b><u>Rates</u></b></p> <p>\$0.99/mo. <b>X</b>          # of employees            (\$11.88/year/employee) = \$</p> </div> </div>		
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <input type="checkbox"/> <b><u>Menu Choice # II</u></b> <ul style="list-style-type: none"> <li>3 Visit Model</li> <li>Legal, child/elder care, financial referrals</li> <li>Supervisor Consultation</li> <li>Informational Brochure w/wallet card</li> <li>Posters</li> <li>Employee &amp; Supervisor Orientation Video</li> <li>Supervisor Training Manual</li> <li>Quarterly Newsletter</li> <li>Manager's Update Newsletter</li> <li>On-site Employee &amp; Supervisor Orientations</li> </ul> </div> <div style="width: 35%; vertical-align: top;"> <p><b><u>Rates</u></b></p> <p>\$1.15/mo. <b>X</b>          # of employees            (\$13.80/year/employee) = \$</p> </div> </div>		
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <input type="checkbox"/> <b><u>Menu Choice # III</u></b> <ul style="list-style-type: none"> <li>6 Visit Model</li> <li>Legal, child/elder care, financial referrals</li> <li>Supervisor Consultation</li> <li>Letter of Introduction to Employees</li> <li>Informational Brochure w/wallet card</li> <li>Posters</li> <li>Employee &amp; Supervisor Orientation Video</li> <li>Supervisor Training Manual</li> <li>Quarterly Newsletter</li> <li>Manager's Update Newsletter</li> <li>Onsite Employee &amp; Supervisor Orientations</li> </ul> </div> <div style="width: 35%; vertical-align: top;"> <p><b><u>Rates</u></b></p> <p>\$1.39/mo. <b>X</b>          # of employees            (\$16.68/year/employee) = \$</p> <p>Open season for adjusting menu choices is June for the following fiscal year. An agency may elect to shift to enhanced models on any given month.</p> </div> </div>		

☐ **Menu Choice # IV - Additional Services & Materials**

The following items are available on a fee-for service basis and can be used to further customize Menu Choices I - III. Please estimate your agency's requirements/needs.

<b><u>Item</u></b>	<b><u>Regular Hrly Rate</u></b>	<b><u>Rate X # of Hours</u></b>
Critical Incident Stress Debriefing (CISD)	\$138.00	X = \$ # of Hrs.
Conflict Mediation	\$138.00	X = \$ # of Hrs.
Educational Outreach (various topics)	\$94.00	X = \$ # of Hrs.
Employee Orientations	\$94.00	X = \$ # of Hrs.
Supervisor Orientations	\$94.00	X = \$ # of Hrs.
Additional Problem Solving Sessions	\$66.00	X = \$ # of Hrs.
Additional Emp./Supervisor Videotapes	\$16.50	X = \$ # of tapes
Additional Information Brochures	\$0.045	X = \$ # of brochures
Additional Wallet Cards	\$0.045	X = \$ # of cards
Additional Supervisor Manuals	\$0.76	X = \$ # of manuals
Additional Posters	\$3.85	X = \$ # of posters
Payroll Stuffers	\$0.08	X = \$ # of stuffers
Refrigerator Magnets	\$0.29	X = \$ # of magnets

Travel required for the performance of services selected under this menu will be reimbursed to the vender under Standard Federal Government Travel Regulations by the agency. Fourteen day notice of cancellation is required for scheduled events. Failure to promptly notify may result in event and travel charges.

The following Menu Choice IV services are negotiated on a case-by-case basis:

- Preparation of customized reports
- On-site counselors
- Special services (outreach)
- Special projects to meet unique situations

Describe requirements for special services and attach samples, if necessary.

For each agency office or location, indicate the following (use attachment if necessary):

Street Address

# of employees

# of supervisors

**Total Count**

**Funding Certification**

Funding document

Customer Billing Address

☐ P.O. #

☐ MIPR #

☐ IA #

☐ IMPAC#

Exp Date:

Billing Contact Name

Phone #

Fax #

Total Estimated Charges \$

Signature of Approving Official Authorized to  
Obligate Funds

Period of service is through September 30, 2002.

Annual funding to be provided subject to  
availability of funds as indicated above.

Signature \_\_\_\_\_

Name

Title

Date

**The following section is for FBA use only:**

FBA Validation and Certification

Appropriation data:

Funds Available:

\*Travel authorized/funds available:

Formula for contract rate:

Total amount of task order:

Name:

Title:

Date:

\*When travel is authorized by the customer in a task request, the contractor will be reimbursed in  
accordance with Section H, paragraph H.4.2.